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# FY21 VOCA Bidders' Conference

*December 3, 2019 : 1:30pm-3:00pm*

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# Agenda

- ❑ FY21 and beyond
- ❑ Renewal proposal costs to consider
- ❑ Accessing the Request for Grant Applications (RGA)
- ❑ FY21 RGA
  - Application & Attachments
- ❑ Submission Details & Evaluation Criteria
- ❑ Timeline
- ❑ Questions

# Timeline

**December 9, 2019**

**Intent to Apply Form due**

December 13, 2019

Deadline to submit written questions. Answers will be posted on COMMBUYS on or before December 17, 2019

**December 23, 2019**

**Grant Submission Deadline 5:00 p.m.**

March 25, 2020

Pending VWAB Meeting: Vote on VOCA awards

Spring 2020

FY21-FY22 VOCA contracting process (anticipated via MOVA e-grants)

July 1, 2020

Start date for FY21 VOCA grant

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# Today's Presentation

## Goals

- To provide overview and guidance about the FY2021 VOCA renewal
- To ensure subgrantees understand the timing, framework, and general expectations sufficiently to submit a renewal application for funding
- To answer, where and when possible, questions regarding applications

# FY21 and beyond....

- FY21/FY22 are the third and fourth years of a four-year cycle that began in FY2019
  - 134 programs, \$72,266,249.00 in federal VOCA funds FY19/FY20
- FY21/FY22, MOVA anticipates making similar awards.
- This procurement will represent the final two years of the four-year cycle and will run from July 1, 2020 – June 30, 2022.
- It is anticipated that an open bid process for FY23 will occur in the final months of calendar year 2021.

# Renewal Proposals: Organizational costs to consider

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# Unallowable Organizational Costs

- Applicants are expected to request funding levels which reflect their FY19/FY20 approved budget.
- MOVA will not consider requests to increase staffing levels beyond the currently approved levels.
- Unspent FY21 funding will NOT be eligible to rollover into FY22.

# Allowable Organizational Costs

- Increased compensation
  - Not to exceed 5% within the personnel – salary cost category
    - Related fringe and indirect costs - allowable
- Indirect cost rates
  - Agencies which did not request via the FY19 VOCA RGA



# Allowable Organizational Costs

- Professional development funding
  - Support victim services programming
  - Specific opportunities do not need to be known at this time
- Limited English Proficiency (LEP) supports
  - Purchase of tools, equipment and/or services
    - Use of language line, translation of brochures, contracts for translation and/or interpretation services

# Allowable Organizational Costs

## ■ Technology Upgrades

Items may include, but are not limited to:

- ❑ Hardware and software
- ❑ Infrastructure
- ❑ IT contracted services

Interested applicants must submit a separate technology narrative, funding request, and vendor quotes (where applicable).

# Allowable Organizational Costs

## ■ Technology Upgrades

- ❑ If unexpended, funds awarded for technology will not be eligible to support other costs.
- ❑ MOVA will not commit to annual maintenance costs.
- ❑ Applicants should not expect ongoing funding support beyond the 1-year (FY21) award.

Technology funding will be awarded separately from the renewal application.

What makes up the procurement  
and where do I find the documents?

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# Documents within the Procurement

- Request for Grant Application (RGA)
- Intent to Apply
- Application
- Budgets
  - Funding Request
  - Technology Funding Request
- Attachments

# How do you find the RGA and necessary documents on COMMBUYS?

From the **[www.commbuys.com/bso/](http://www.commbuys.com/bso/)** main page:

- ❑ Click 'contract and bid search'
- ❑ Search for 'bids'
- ❑ Search using 'any of the criteria'
- ❑ Search fields, organization '1111 – Victim & Witness Assistance Board'
- ❑ Click 'find it'
  - FY2021 VOCA RGA, Bid BD-20-1111-1111C-1111L-45805

## Browse by Category

- [Complete Registration](#)

Complete registration here to begin using COMMBUYS. Vendors, please read this disclaimer prior to completing registration.

- [Open Bids](#)

Browse open bid opportunities.

- [Active Contracts](#)

Browse active Contracts/Blankets.

- [Contract & Bid Search](#)

Search for Bids and active Contracts/Blankets.

- [Registered Vendor Search](#)

Search for registered vendors.



## Advanced Search

Search for:

☒ Bids ☐ Contracts/Blankets

Search Using:

ANY of the criteria ▼

Find It

Clear

Search Fields:

Bid #

Bid Opening Date(MM/DD/YYYY)

Bid  
Description

Purchaser

Organization 1111 - Victim & Witness Assistance Board ▼

Department ▼

Location ▼

Type Code ▼

Catalog ▼

Purchase  
Method ▼

Entered Date(MM/DD/YYYY)

U N S P S C  
Segment-  
Family ▼

U N S P S C  
Class ▼

Commodity-  
EPP





Bid #	Contract/Blanket #	Buyer	Description
BD-20-1111-1111C-1111L-45805		Kristen Tavano	FY21 VOCA Request for Grant Applications



## FY2021 VOCA RGA, Bid BD-20-1111-1111C-1111L-45805

# The Request for Grant Applications (RGA)

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# The RGA

- Your instruction manual
- Details the specifics of the procurement, application and the submission process

# Intent to Apply Form

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# Intent to Apply

DUE: December 9, 2019

- Failure to submit may impact review process
- Can be found on COMMBUYS.
- A hard copy original is not required.
- Confirmation of receipt will be sent via e-mail to the contact listed on the form.

# Application

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# Application

**Detailed information starting on Page 8, RGA**

## Section I

- Applicant Information

## Section II

- Program Details, Funding Information, VOCA Program Summary

## Section III

- Program Narrative

# Application – Section II

## Counties Served by VOCA

- Select all that apply
- If selecting statewide, use the narrative box to explain how your program provides services across the state.

## VOCA Program Staffing

- Number of full-time employees (FTEs) will auto-calculate
- Use number of hours – ex: two advocates working 40 hours each on the VOCA funding request would be entered as 80 direct service hours.
- Number of volunteers – number of staff, not number of volunteer hours

## VOCA Funding Request

- Total FY21 and FY22
- Should not include technology upgrade costs



# Application – Section II

## **Percentage of VOCA Funding Allocated to Crime:**

- ☐ Complete this section based on your VOCA funding request only

## **VOCA Priority Categories/Agency Mission Statement:**

- ☐ If the mission of your VOCA program includes offering specialized services to meet the needs of the priority categories, check all that apply.

## **Match waiver request**

- ☐ Request does not impact the possibility of your funding.
- ☐ NOTE: If match waiver is not approved by OVC, you will need to provide a 25% match contribution.

# Application – Section III

## Section III:

### Program Narrative

- ❑ Responses will be limited to the space available in the text box
- ❑ All three questions will be part of the evaluation scoring
  
- ❑ If applying for technology upgrades:
  - Submit responses to an additional set of questions, available on COMMBUYS.

# Technology Narrative

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# Technology Narrative

- Identify the specific technology costs being requested via VOCA funding, and outline your agency's need for each item.
- Will you be leasing or purchasing the items? Provide details.

# Technology Narrative

- Do you anticipate ongoing maintenance/upgrade costs associated with any of the items? If yes, provide details.
- For individual items over \$5,000, provide justification for the costs requested by attaching a supportive vendor quote, website print out, and/or other knowledge of cost. List each item and the supportive documentation provided.

# Technology Funding Request Form

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# Technology Funding Request

- For FY21 ONLY
- Allowable cost categories:
  - Contracts, equipment, indirect
- The 75% direct/25% administrative split has been eliminated
- Use appropriate template depending on match contribution

# Logic Model



# Logic Model

- Use logic model submitted during FY19 contracting process
  - Three to four VOCA funded inputs
- Completeness of the logic model will be included in the evaluation scoring.

# Funding Request Form

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# Funding Request Form

If requesting a full match waiver, use excel sheet *with* no match.

If requesting a partial match waiver, or not requesting a match waiver use excel sheet *with* match.

Funding reflects both FY21 and FY22

- Each fiscal year has a funding request tab (and a sources of match tab, if applicable)
- The FY21 and FY22 funding request narrative tabs will auto calculate into the total VOCA budget summary

# Eligibility Checklist

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# Eligibility Checklist

- New this year
- Complete once per agency (not per program)
- Must be signed and dated by authorized signatory

# How to submit the application

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# How to complete your RGA

**Applications are due no later than:  
5:00pm on December 23, 2019**

- Applicants are required to use the PDF application and other documents provided by MOVA
- Applicants who are applying for renewal funds for more than one program within their agency are to complete an **application for EACH program.**

# Submission Details

## Applicants will submit electronically:

- [movagrants@state.ma.us](mailto:movagrants@state.ma.us)
- Label attachments as described on page 12 of the RGA
  - ex: 2021\_VOCA\_Application\_AgencyName
- Read receipts are allowable
- Multiple e-mails are strongly encouraged!! (label 1 of X)



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# How will applications be evaluated?

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# Evaluation Criteria

- Eligibility
- Completeness
  - Critical elements: PDF application, funding request form, logic model
- Review of compliance
  - Timely submission of expenditure and data reports, monitoring findings and agency response (where applicable)

# Evaluation Criteria

## **Has the applicant.....**

- Provided a complete and detailed response which includes: an update on the status of program objectives; information on the ongoing need for program services – including use of at least one data point – and how the program has met, and plans to keep meeting, these needs.

## **For technology funding requests, has the applicant.....**

- Provided a complete and detailed response which includes: a complete program narrative and funding request which outlines the need for the items requested, along with supportive documentation of expected costs where applicable.

# Key dates for application

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# Thank you!

Questions will be accepted in writing to [kristen.tavano@mass.gov](mailto:kristen.tavano@mass.gov) until December 13.

All questions and answers will be posted to COMMBUYS and the MOVA website by December 17.

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